HOUSING AIDE

DEFINITION
Under close supervision, receives, inputs and processes Housing Authority payments.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. **Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.**

TASKS
Receives, inputs and processes Housing Authority payments; separates and prioritizes payments according to type of payment and date; prepares requisitions and routes payments for signature; receives criminal background forms, verifies form completion, date forms and assigns a criminal background investigation number; logs individual forms into the computer; makes copies of forms and forwards to Police Department.

Receives invoices for senior housing payments, prepares payment vouchers and forwards to Finance Department; creates copies of Housing payments, contracts and lease agreements; retrieves and locates files for staff upon request; maintains the Housing Authority filing system; sorts requisitions according to date; compares catalog and store office supply prices for purchase.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
Knowledgeable of housing standards, regulations, and guidelines
Knowledgeable of housing programs practices and principles
Knowledgeable of file and records management
Skilled in preparing requisitions and payments
Skilled in following oral and written instructions using the English language
Skilled in establishing and maintaining positive and productive effective working relationships with both internal and external customers

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A high school diploma or equivalent **AND** one (1) year clerical experience **OR** an equivalent combination of education and experience.